


# PAYROLL PROCESSING SCHEDULE

# APPENDIX

The following is an explanation, by column, of the information found on the Payroll Processing Schedule:

 Miami-Dade County Public Schools <i>giving our students the world</i>		PAYROLL PROCESSING SCHEDULE FISCAL YEAR 2004 - 2005					CHECKS		PAY DATE	REMARKS
		STANDARD DAYS IN PAY PERIOD	ROSTER STRIP DATE BY ITS	DAILY ATTENDANCE SHEETS FROM ITS TO PAYROLL DEPT.	FINAL ROSTERS APPROVED BY WORK LOCATION BY 2:00 P.M.	PAYROLLS PROCESSED BY ITS	FROM ITS TO TREASURY MGT.	FROM TREASURY MGT. TO MAIL ROOM		
LV ACC	PAY PERIOD From - Thru									
1	06/18 - 07/01	10	06/28	06/29	07/02	07/06	07/07	07/08	07/09	
	07/02 - 07/15	10	07/12	07/13	07/16	07/19	07/20	07/22	07/23	
2	07/16 - 07/29	10	07/26	07/27	07/30	08/02	08/03	08/05	08/06	07/30 - 08/04 FOR ELEVEN- MONTH EMPLOYEES (PAY CODE J)
	07/30 - 08/12	6(1) 1(2) 10(3)	08/09	08/10	08/13	08/16	08/17	08/19	08/20	

**LV ACC (Leave Accrual):** This column indicates the “Leave Accrual Number” (13 in a fiscal year).

Leave Accrual Period: Consists of two (2) consecutive pay periods, or twenty (20) working days.

Good Accrual Period: When an employee is in pay status for eleven (11) or more days during a Leave Accrual Period.

**Example:** The first Leave Accrual Period for fiscal year 2004-05 is 06/18/04 – 07/15/04. An employee that has a Good Accrual Period accrues sick/vacation days. Processing occurs as follows:

- a) Leave days (vacation, sick, etc.) used during a Leave Accrual Period are deducted from the “Time Available” **before** the newly accrued days are added.
- b) Due to time constraints, the days earned are not “posted” until **after** the pay checks/advices are printed, therefore, the new accrual days will not show until the following pay check/advice or, in this case, the 08/06/04 payday.

**PAY PERIOD (FROM-THRU):** This column indicates the beginning and ending dates of a payroll period.

**STANDARD DAYS:** This column indicates the number of week days within the pay period.

**ROSTER STRIP:** This column indicates the date the computer center will print the Daily Payroll Attendance Sheet and create the on-line file that will be used for the Payroll Roster (PARS). This means:

- a) New employees not set up by this date will not appear on the Daily Payroll Attendance Sheet or the Payroll Roster.
- b) Employees terminated after this date will continue to appear on the Daily Payroll Attendance Sheet and the Payroll Roster.

**DAILY ATTENDANCE SHEETS:** This column indicates the date the computer center will mail the Daily Payroll Attendance Sheets to the Payroll Department for distribution to the work locations. Work locations can also start to input payroll information on this date.

**FINAL ROSTERS APPROVED:** This column indicates the date by which the Final Rosters must be approved by the work locations (RSTR). It should be approved no later than 2:00 p.m. Also, the pay rate in the computer as of the end of the day, on this date, will be reflected on all checks/advices.

**PAYROLLS PROCESSED:** This column indicates the date the computer center processes the Payroll.

**CHECKS/ADVICES – FROM ITS:** This column indicates the date the computer center sends the checks/advices to the Office of Treasury Management.

**CHECKS/ADVICES – FROM TREASURY MANAGEMENT:** This column indicates the date the Office of Treasury Management sends the checks/advices to the mail room for distribution to the work locations and U.S. Mail for the substitute teachers.

**PAYDATE:** Date on the check/advice.

**REMARKS:** Special instructions for that particular Payroll.